

## HOW TO CREATE A CONTRACTOR ACCOUNT

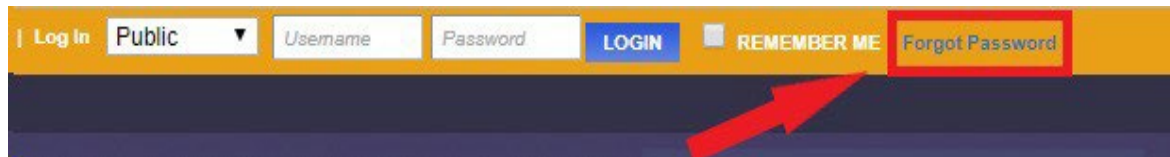
**\*\* Important notice: Please read the statement below before accessing eTRAKiT. \*\***

When entering the website you may receive a pop up notification asking you to "select a certificate for authentication". Should this occur, please select CANCEL or DENY. Failure to do so will result in denied access to eTRAKiT.

### Log Into eTRAKiT:

Go to eTRAKiT at <https://bocc.okeechobeetrakit.com/etrakit/> or by locating the eTRAKiT link on our website (<https://www.okeechobeecountyfl.gov/>). It will be the Community Development department page.

Once there, select "Forgot Password".



Then select "Contractor Password".

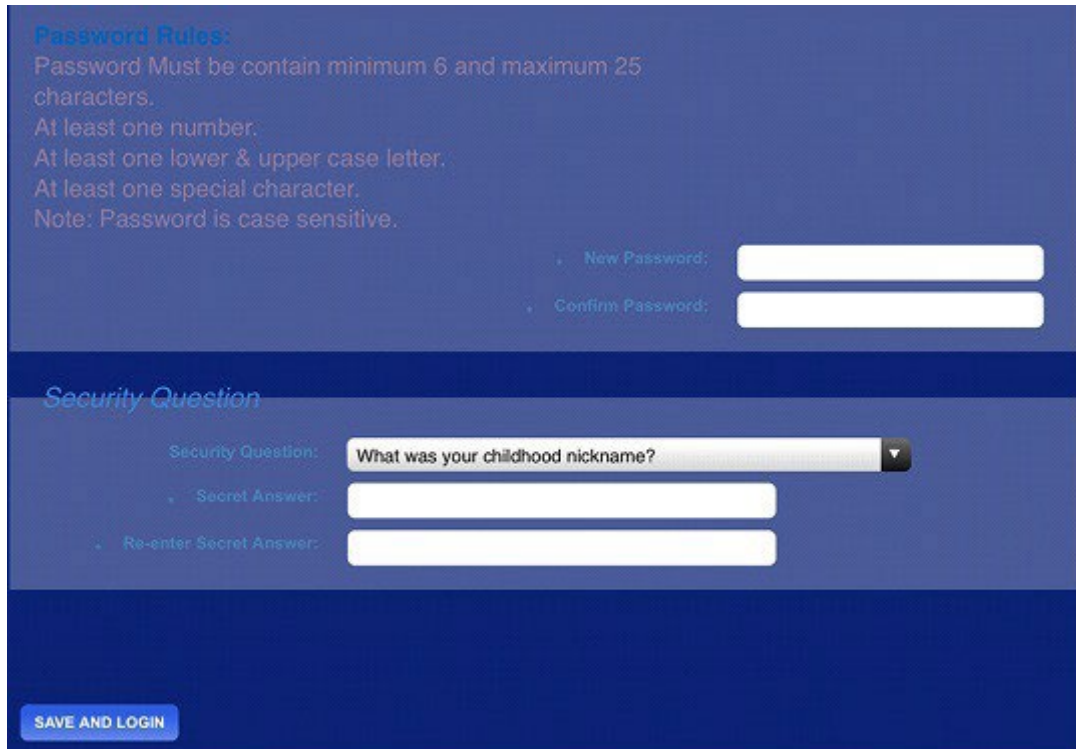


Enter your State License Number, including the prefix. (If you get the error message "Unable to locate State License #", try including a -01 at the end of your license as shown in the example below.) Once entered, click "Submit".



Shortly thereafter, you will receive an email to the address we have on file containing a link to "Reset Password".

Upon clicking the link, you will be prompted to create a password and security question.



**Password Rules:**  
Password Must be contain minimum 6 and maximum 25 characters.  
At least one number.  
At least one lower & upper case letter.  
At least one special character.  
Note: Password is case sensitive.

New Password:

Confirm Password:

**Security Question**

Security Question: What was your childhood nickname?

Secret Answer:

Re-enter Secret Answer:

**SAVE AND LOGIN**

Once created, select “Save and Login” and you’ll be taken to your Dashboard!

For future logins, make sure to select “Contractor” and not “Public” to log in. You will not be able to apply, pay fees, or access your Dashboard if you log in under “Public”.



It will then let you pick your company’s name from a drop down list.



Once you have selected your company’s name, type in the password you created. If you have any trouble, please email/call us ([buildingdepartment@okeechobecountyfl.gov](mailto:buildingdepartment@okeechobecountyfl.gov) or 863.763.5548).